

Team Specific Process and Performance Improvement Projects

Team: _____

Date: _____

Performance Improvement TOPIC:		
How did you decide this is important (what baseline data are being used)?		
Specific Aim or Purpose		
Desired Outcome or Improvement Target		
Plan to Achieve Target - Action Steps (who, will do what, by when)		
What will be done? (brief description)	Who will do it?	By When?
How will you measure success and continue to monitor the process?		